Cisco webex

WebEx Network Recording Player User Guide

for Advanced Recording Format (.arf) files

Version 2.3

cisco

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1

Overview

If you want to...	Task description...
Know who can use the WebEx Network Recording Player for Advanced Recording Format (.arf) files and who can record on the server	*Intended audience* (on page 4)
Discover the features of the WebEx Network Recording Player for ARF files	*About the WebEx Network Recording Player (for ARF files) and recording on the server* (on page 4)
Know what is required to use the WebEx Network Recording Player for Advanced Recording Format (.arf) files	*System requirements* (on page 7)
Install the WebEx Network Recording Player on your local computer to play back downloaded recordings	*Installing the WebEx Network Recording Player* (on page 8)

Intended audience

The WebEx Network Recording Player for Advanced Recording Format (.arf) files, the WebEx Network-Based Recorder (NBR), and this guide are intended for meeting hosts who record meetings and store the results on a WebEx server. You can use the WebEx Network-Based Recorder to record any WebEx meetings that you host.

If you are not the host, you can use the WebEx standalone recorder, editor, and player products.

To learn more about other WebEx recording products:

1. On the WebEx menu at the left, click **Support** > **User Guides**.
2. Scroll down to the **Creating, Managing, and Playing Meeting Recordings** section and select *either* of the following:
   - *WebEx Recorder and Player (for WRF files)*: you can use this recorder to record meetings and applications and save them to your local computer
   - *WebEx Recording Editor User's Guide*: you can use the Recording Editor to edit local WebEx recording format (WRF) recordings.

About the WebEx Network Recording Player (for ARF files) and the WebEx Network-Based Recorder

With the Network-Based Recorder, you can record any WebEx meeting that you host:

- a meeting
- a sales meeting
- a training session
- an event
- a support session

The Network-Based Recorder stores your recordings on the WebEx network, so you do not use precious disk space on your local computer to store recordings.

Note:
- The recording size will vary depending on the action recorded during the meeting, such as whether the recording includes audio, video, application sharing, and so on. Typically, a meeting that does not contain video usage ranges from 15 to 40 MB per hour of meeting time. A meeting with video usage can range in the 250 MB size per hour of meeting time.
- You can record a meeting up to 24 hours in length, depending on its content and on the available recording storage space for your site.

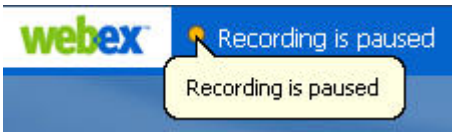
What you can record

The Network-Based Recorder records everything that occurs during a meeting, including:

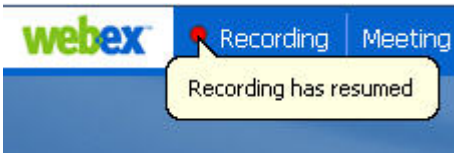
- audio
- video (showing only the presenter)
- desktop share mouse movements and applications
- chat conversations
- polls
- Q&A results
- file transfers
- participant lists
- annotations

Meeting attendees will know when your meeting is being recorded; a recording indicator appears in the meeting window, or if the presenter is sharing their desktop or an application, a recording indicator appears on the Meeting Control panel. Meeting attendees will also know when recording has been paused or resumed.

The recording indicator appears at the bottom of the Meeting Manager window.



The recording indicator also indicates when recording has been paused.



The recording indicator then shows when recording has resumed.

If the presenter is sharing their desktop or an application, a red dot recording indicator appears in the Meeting Controls Panel.

The red dot indicates recording is in progress.

Note:
- If your site administrator has enabled the option to automatically record all meetings with the Network-Based Recorder, all the meetings you and others host are recorded automatically, and only the site administrator can manage or delete those recordings.
- If necessary, a site administrator can reassign ownership of all of one user's recordings to another user, such as if the original owner of the recordings leaves a company or if responsibilities change and another person needs to have ownership of the recordings.

About playing recorded meetings

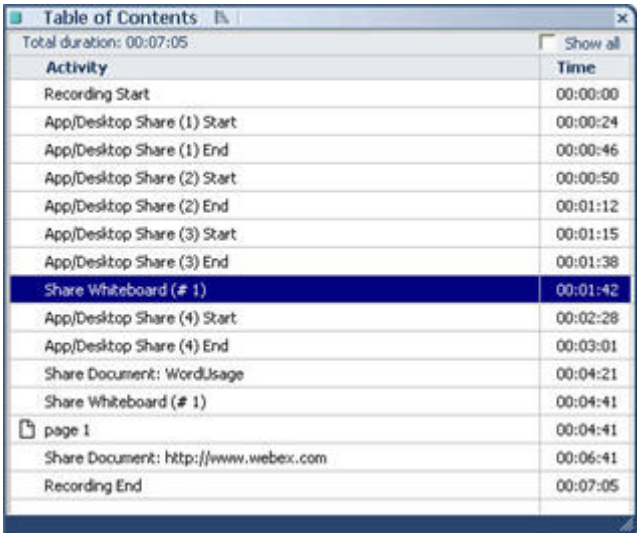
The first time you play a recording from your WebEx site, you are asked to download and install the WebEx Network Recording Player so you can use it to play the recording.

Network-Based Recorder recordings are in a proprietary WebEx Advanced Recording Format (.ARF), but you can convert them to the Windows Media Format (.WMV) or Shockwave Flash Object Format (.SWF) and use other multimedia players to play or edit them. For detailed instructions, see *Downloading and converting recordings* (on page 28).

You and your attendees can download or stream (play) your recordings from your WebEx service Web site. Streaming allows others to play recordings without downloading them to their computers. As a host, you can access recordings from the **My WebEx** > **My Files** > **My Recordings** page, as well as other pages that may be available for your service center.

You can send an email to others to share information about a recording and provide a URL for them to play it. They can also play listed recordings that you have published to the Event Recordings page in the Event Center, the Training Recordings page in the Training Center, or a sales portal page in the Sales Center.

The WebEx Network Recording Player allows you to pause, fast-forward, rewind, or stop playback. A table of contents highlights recorded events such as chat sessions, notes, polling. You can click an event in the table of contents to quickly go to the beginning of that event in the recording.



System requirements

Note: This guide assumes that you have a valid user account on your WebEx site.

To effectively use the Network-Based Recorder to record on the server or to use the Network Recording Player (for ARF files), make sure that your computer meets the following system requirements:

- Microsoft Windows 2000, XP, 2003, Vista
- Microsoft Internet Explorer 6.0 SP1 or 7.0, or Firefox 2.0 or 3.0
- (For recording) a sound card and a microphone or telephone recording adapter
- (For playback) a sound card and speakers or and headphones

Installing the WebEx Network Recording Player

If you are playing back recordings that you have downloaded to your local computer, you may need to install the WebEx Network Recording Player if it is not already installed. However, if you you have received a link to a WebEx recording, you can click the link to stream and view the recording without downloading the Network Recording Player.

To install the latest WebEx Network Recording Player:

1. On your WebEx service site, on the left navigation bar, click **Support** > **Downloads**.
2. On the Downloads page, under **Recorder and Players**, click the **Recording and Playback** link.
3. On the Recording and Playback page, click the **Download** link for the WebEx Network Recording Player for Advanced Recording Format (.arf) files.
4. Click **Run**.
5. Follow the instructions in the wizard to install the WebEx Network Recording Player.

Note: You can also download the WebEx Network Recording Player by going to http://www.webex.com/downloadplayer.html and clicking **ARF Player**.

2

Recording meetings

If you want to...	See...
Start recording on the server	*Starting a Recording* (on page 9)
Pause recording on the server	*Pausing a Recording* (on page 13)
Stop recording on the server	*Stopping a Recording* (on page 13)
Learn how to achieve the best recording results	*Tips for improving recording quality* (on page 14)
Make your recordings available so that others can play them	*Making recordings available to others* (on page 14)
Change recording file names	*Changing the recording name* (on page 15)

Recording a meeting on the server

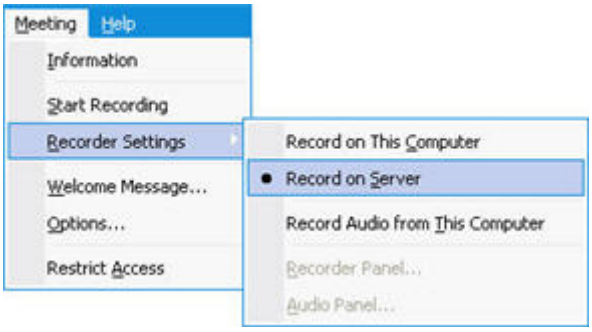
Note:

- Before you record, adjust the microphone volume. For best results, only make minor adjustments during the recording.
- If you plan to record a desktop sharing or video meeting, set your computer's monitor to 1024 by 768 resolution to ensure the highest-quality recording.
- Recording file size varies depending on the content that is being recorded, such as whether recording includes audio, video, application sharing, and so on. The maximum recording file size is usually 2 GB, which is usually up to 24 hours of audio recording.

To record a meeting on the server using menu commands:

1 Start your meeting.

2 On the **Meeting** menu, select **Recorder Settings**, and then choose **Record on Server**.



3 On the **Meeting** menu, choose **Start Recording**.

4 Follow the instructions that appear in the WebEx Recorder Setup wizard.

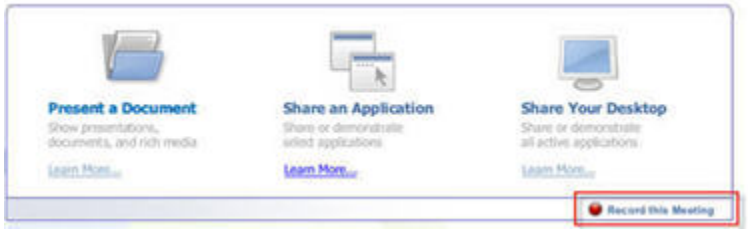
5 Once the recording server establishes a connection, click **Start Recording**.

The Recorder panel appears and recording starts automatically.

To record a meeting on the server using the Quick Start menu:

1 Start your meeting.

2 On the Quick Start page, click **Record this Meeting**.



The Recorder panel appears and recording starts automatically.

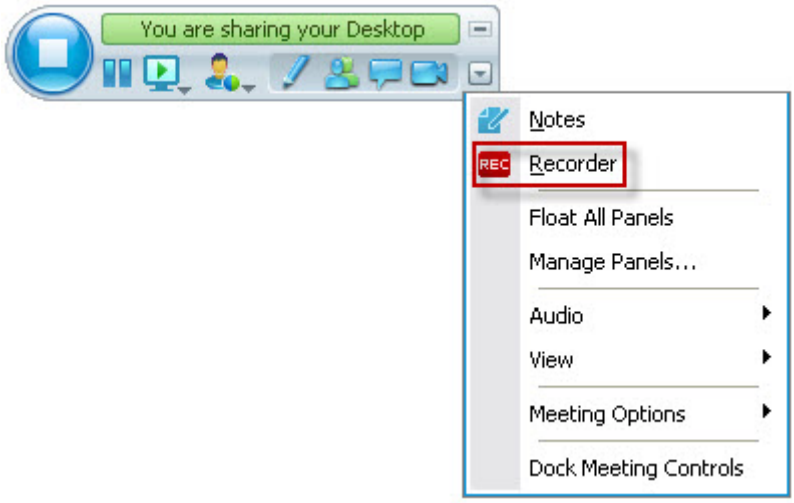
To record a meeting on the server using the Recorder panel:

1 Start your meeting.

2 If necessary, click the Recorder button to open the Recorder panel.

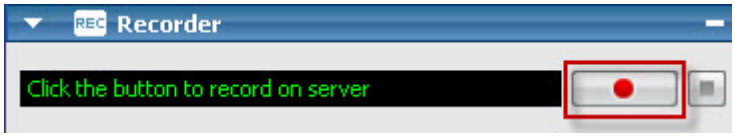
Click the Recorder button above the panels window to open the Recorder panel.

In an expanded window, you can click a full-size Recorder button to open the Recorder panel.



If you are sharing your desktop or an application, choose the Recorder command from the Meeting Controls panel to open the Recorder panel.

3 On the Recorder panel, click the **Record** button to record on the server.

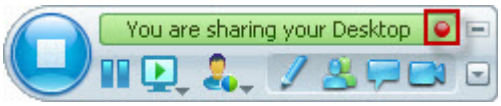


Click the Record button on the Recorder panel to start recording

After you click the Start Recording button, the Recorder panel displays a red Recording Indicator icon and the word "Recording" to indicate that recording is in progress.

The red Recording Indicator icon in the Recording panel indicates that recording is in progress.

If you are sharing your desktop or an application, a recording indicator appears in the Meeting Control panel when recording is in progress.



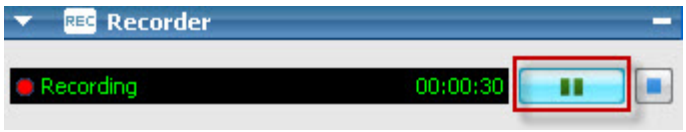
The red Recording Indicator icon in the Meeting Control panel flashes when recording is in progress. You can click this icon to display the Recorder panel again if it has been minimized.

Note: If you transfer the host role to another participant during a meeting,you still need to manage the recording.

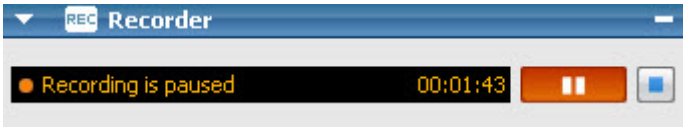
Pausing and resuming recording

To pause recording for a meeting:

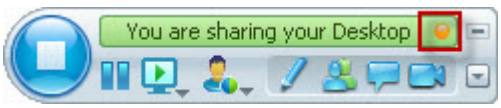
1. Start your meeting.
2. Start recording your meeting on the server. For more details, see *Starting a Recording* (on page 9).
3. When you are ready to pause the recording, click the **Pause** button.



The Recorder status text indicates that Recording is paused, and the pause button flashes orange.



If you are sharing an application or your desktop when you pause the recording, the Recording indicator icon changes color to yellow-orange.



The recording indicator changes color to yellow orange. You can click this icon to display the Recorder panel again if it has been minimized.

To resume recording a meeting:

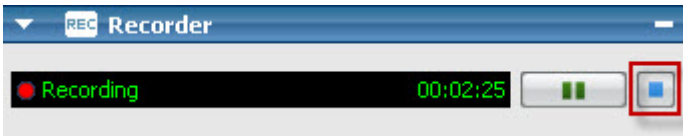
Click the Pause button.

Note: If you pause a recording and then resume recording, the recording information is saved to the same file.

Stopping recording

To stop recording a meeting:

1. If necessary, display the Recorder panel by clicking the Recorder button at the top of the Panels window or by clicking the Recording indicator button in the Meeting Controls panel.
2. In the Recorder panel, click the **Stop** button.



Use the Recorder panel to stop recording

When the recording is complete, you can go to the My Recordings page on your WebEx site to download or play the recording. The My Recordings page is located in My WebEx under My Files, and has the following sections:

Note:
- When you record a meeting on the server, the recording is automatically copied to the My Recordings page after you stop the recording. It may also be automatically copied to a recordings page for your service center. For more information, see *Playing recordings* (on page 23).
- If you stop recording and then start recording again later, a separate recording file is created. If you prefer to save all recordings from one meeting to one file, you should pause the recording rather than stopping it. For more information, see *Pausing and resuming recording* (on page 12).
- If your site administrator has enabled the option to record all meetings with NBR, all the meetings that are hosted at your site are recorded automatically, and only the site administrator can manage and delete recordings from the network; you cannot delete them yourself.

Tips for improving recording quality

The Network-Based Recorder captures video at 2.5 frames per second to create high-quality recordings while keeping the size of recording files relatively small. Use the techniques in this section to further improve recording quality.

Improving video quality

- When capturing mouse movements, move your mouse slowly at first, and then gradually move it faster.
- Before you click a button or choose a menu item, briefly pause your mouse over the object. This allows the recorder to capture the mouse movement before you click the object.
- If you plan to record complex or lengthy actions, script the sequence before you start recording to minimize mistakes.
- Set your monitor's display resolution to 1024 by 768 pixels before recording.

Improving audio quality

- If the audio quality is poor, consider upgrading your computer sound card, microphone, or speakers.
- Set your microphone volume to the highest level possible that does not cause distortion.
- Use a phone headset for recording audio. Headsets typically provide better quality than phone handsets or speaker phones.
- Speak about six inches away from your microphone.
- To avoid unwanted background noise, record in a quiet location. Avoid moving objects that create noise, such as papers and books.
- Speak clearly.

Managing recordings

If you record a a meeting on the server, the WebEx server automatically uploads the recording file to the My Recordings page. You can maintain the recording from that page. It may also be automatically copied to the following pages:

- The recordings for meetings, sales meetings, events, or training sessions you hosted are automatically copied to your My WebEx > My Files > My Recordings page in one of the following sections:

  - Meetings
  - Sales Meetings
  - Events
  - Training Sessions
  - Miscellaneous
- The recordings for meetings you hosted are automatically copied to your My Recorded Meetings page.
- The recordings for events you hosted are automatically copied to your My Event Recordings page.
- The recordings of sales meetings you hosted are automatically copied to your Portal Recordings page.
- Recordings of training sessions that you hosted are automatically copied to your My Training Recordings page.

Note:
- If the recording is made from the integrated or standalone WebEx Recorder, you can upload the recording file, with a **.wrf** extension, from your local computer.
- You also can specify the Web address, or URL, at which the recording resides on a publicly accessible Web server, such as your organization's Web site.
- In addition, you can upload and store recording files that are in Windows Media Audio/Video (WMV) or Shockwave Flash Object (SWF) format, such as ARF files you converted to WMV or SWF format with the WebEx Network Recording Player (for ARF Files). For more information on converting files, see *Downloading and converting recordings* (on page 28)

Modifying recording information and playback

You can modify the recording name, such as the name and description, and set playback control options for your recording.

To modify recording information and playback:

1 Do any of the following:
- Go to **My WebEx** > **My Files** > **My Recordings** and click the appropriate link for your recording type:
  - ☐ **Meetings**
  - ☐ **Events**
  - ☐ **Sales Meetings**
  - ☐ **Training Sessions**
  - ☐ **Miscellaneous**
- Log in to Meeting Center and then click **My Recorded Meetings**.
- Log in to Event Center and the click **My Event Recordings**.

- Log in to Sales Center and then click **Portal Recordings**.
- Log in to Training Center and then click **My Training Recordings**.

2 Click the topic name of the desired recording.

3 Click **Modify**.

4 Enter a new name for the recording in the **Topic** box.

5 Enter a description for the recording in the **Description** box.

6 Under **Playback control**, specify playback control options:
- Under **Panel Display Options**, select which of the following panels you want to include in the playback:
  - ☐ Chat
  - ☐ Q&A
  - ☐ Video
  - ☐ Polling
  - ☐ Notes
  - ☐ File Transfer
  - ☐ Participants
  - ☐ Table of Contents
- Under Recording Playback Range, select one of the following options:
  - ☐ **Full playback:** Plays back the full length of the recording. This option is selected by default.
  - **Partial playback:** Plays back only part of the recording, and allows you to specify different start and end times for the recording. The partial playback range you specify does not modify the actual recording that is stored on the server.
- If you want to include full Network Recording Player controls, such as stop, pause, resume, fast forward, and rewind, select **Include NBR player controls**. This option is selected by default. If you would like to prevent viewers from skipping portions of the recording, you can turn off this option to omit Network Recording Player controls from the playback.

7 Optional. To specify a password that others must enter to play the recording, enter it in the **Set password** and **Confirm password** boxes, if they are available in your service center.

8 Optional. Edit additional options that are available for your service center.

9 Click **Save**.

Making recordings available to others

To make recordings available to others:

1. Do any of the following:
   - Go to **My WebEx** > **My Files** > **My Recordings** and click the appropriate link for your recording type:
     - **Meetings**
     - **Events**
     - **Sales Meetings**
     - **Training Sessions**
     - **Miscellaneous**
   - Log in to Meeting Center and then click **My Recorded Meetings**.
   - Log in to Event Center and the click **My Event Recordings**.
   - Log in to Sales Center and then click **Portal Recordings**.
   - Log in to Training Center and then click **My Training Recordings**.
2. Do one of the following:
   - Click the Meeting Topic name, and in the Recording Information page, copy the **Streaming recording link**, **Download recording link**, or **Direct recording link**, if available, to an email message.
   - Send an email to share the recording. For more details, see *Sending an email to share a recording* (on page 18).
   - In Event Center only, send an email to vendors to share the recording. For more details, see *Sending an event recording to vendors (Event Center only)* (on page 19).
   - Click the **More** > **Modify** command in the same row as the recording name to open the Edit Recording page, and then do one of the following:
     - To list an event recording on the Event Recordings page, set **Type** to **Listed**.
     - To list a training session recording on the Recorded Sessions page, set **Type** to **Listed for all (public)** or **Listed for authorized users only (internal)**.
     - For a Sales Center recording, click the **Publish** link to specify a sales portal to publish the recording.
3. Click **Save**.

Sending an email to share a recording

You can send an email one or more people to share your recording with them.

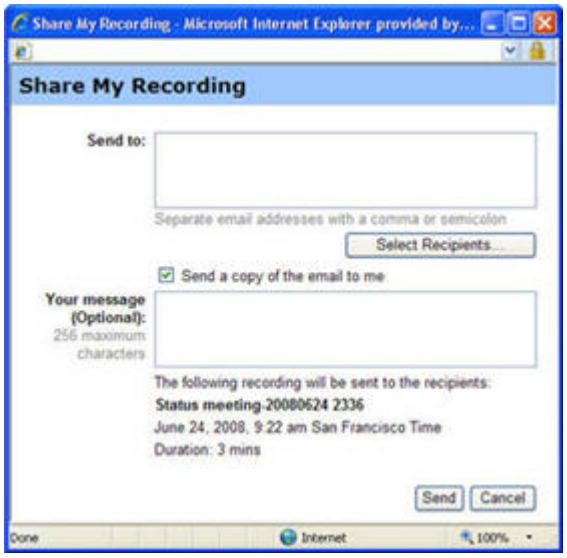
To send an email to share a recording with others:

1 Do one of the following:
- Go to **My WebEx** > **My Files** > **My Recordings** and click the appropriate link for your recording type:
  - ☐ **Meetings**
  - ☐ **Events**
  - ☐ **Sales Meetings**
  - ☐ **Training Sessions**
  - ☐ **Miscellaneous**
- Log in to Meeting Center and then click **My Recorded Meetings**.
- Log in to Event Center and the click **My Event Recordings**.
- Log in to Sales Center and then click **Portal Recordings**.
- Log in to Training Center and then click **My Training Recordings**.

2 Open the Share My Recording window:
- Click the following icon for the recording that you want to share with others.

- Click the linked name of the recording you want to share. On the Recording Information page, click **Send Email**.

The Share My Recording window appears.



3 Select recipients for your email:
   - Click **Select Recipients** to select contacts from your Contacts list
   - Type email addresses in the **Send to** list, separated by commas.

4 (Optional) Type a message in the **Your message** box.

5 Click **Send**.

Your email message will be sent to the selected recipients, and will include information about the recording and a link to play it.

Sending an event recording to vendors (Event Center only)

In Event Center only, you can send an email to share a recording with vendors.

You can send an email to up to three vendors and use source IDs to track from which sources attendees view the recording. For details about using source IDs, see About tracking your attendees.

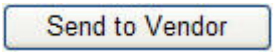
To send an email to share a recording with others:

1 Go to the My Event Recordings page. For details, see Opening the My Event Recordings page.

2 Open the Send Recording to Vendor window:
   - On the My Event Recordings page, click the More button next to the recording you want to share to display additional options.

From the More menu, click the **Send to Vendor** link.

- On the My Event Recordings page, click the name of the recording you want to share. On the Recording Information page, click **Send to Vendor**.



The Send Recording to Vendor window appears.

3 Specify up to three vendors for your email:
- Type the vendor's email address in the **Email address #** boxes.
- Type the vendor's source ID in the **Source ID** box.

4 Click **Send**.

Your email message will be sent to the specified vendors, and will include information about the recording and a link to play it.

3

Playing, downloading, and converting recordings

If you want to...	See...
Play a recording	*Playing recordings* (on page 23)
Pause, rewind, stop, or resume playback	*Controlling playback* (on page 26)
Adjust the volume	*Adjusting volume during playback* (on page 27)
Download network-based recordings and convert them to another format	*Downloading and converting recordings* (on page 28)

Playing recordings

If you are the host who made the recording, use the following procedure to locate and play your recordings:

1 From your WebEx service site, do one of the following:
- Click **My WebEx** > **My Files** > **My Recordings**, and then click *one* of the following, depending on your service site settings:

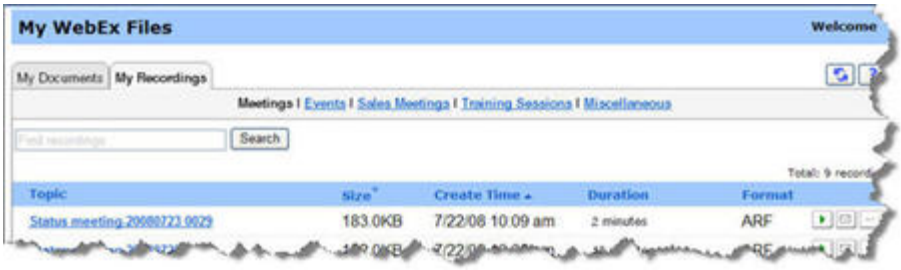
  ☐ **Meetings**

  ☐ **Sales Meetings**

  ☐ **Events**

  ☐ **Training Sessions**

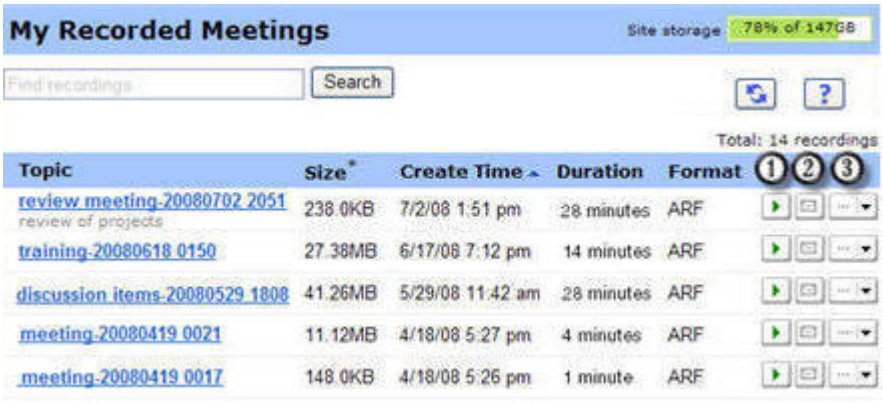
  ☐ **Miscellaneous**



- On the left navigation bar in your service center, expand the host menu and click:
  - **My Recorded Meetings** (Meeting Center only)
  - **My Event Recordings** (Event Center only).
  - **My Training Recordings** (Training Center only)
  - **Recordings** (Sales Center Portal Library only)

The name of the link to the recordings page is different for each service center.

2 The corresponding recordings list appears.



① Play recording

② Send an email to share the recording

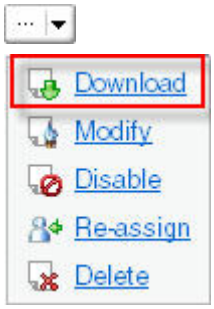
③ Open a menu for more options, such as Download, Modify, Disable, Delete, Re-assign, Publish. The available options are different for each service.

If you are not the host, do one of the following to play a recording:

1 Do *one* of the following:
- Click on the link in an email sent to you by the host.
- Paste the URL that the host provides into your Web browser.
- If the meeting host has listed the recording in one of the following locations, you can go to these locations to download or play the recording:
  - ☐ Log into the **Events Center**, and on the Events by Program page, click **View Event Recordings** to view the Event Recordings page.
  - ☐ Log into the **Training Center**, and in the left pane, click **Recorded Sessions** to view the Recorded Sessions page.
  - ☐ Go to a sales portal the host has sent you notification about.

2 Do one of the following:
- On the Event Recordings page or Recorded Sessions page, click the Play icon to play the recording.

- Click the More icon and then click **Download** to download the recording and play it on your computer.



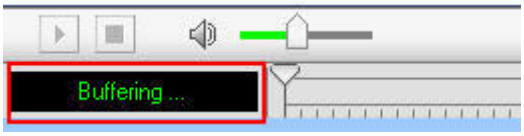
Click the More icon to open a menu of options.

And then choose Download from the menu.

- On the sales portal page, click the link to play the recording.

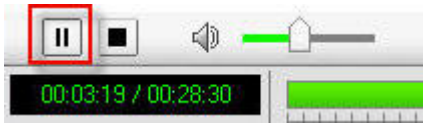
3 When the WebEx Network Recording Player displays, wait a few moments for the recording to start automatically.

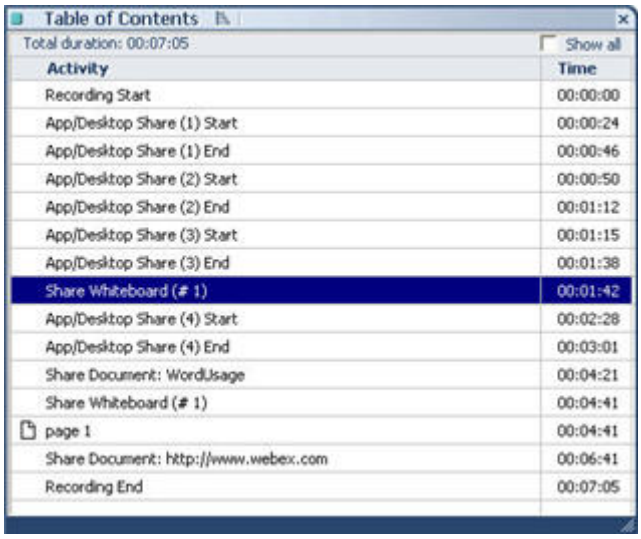
The status will be "Buffering" for a few moments until the recording is ready for you to play.



Controlling playback

Use the following procedures to control playback.

Action	Procedure
Stop playback	Click the Stop button.
Pause and resume	Click the Pause button.  And then click the Resume button to start playing again.
Fast-forward and rewind	Move the slider to the right or left to move forward and backwards respectively in the recording.

Action	Procedure
Playing specific events	On the **View** menu, select **TOC**. In the **Activity** column, click an activity or event to start playing at the beginning of that event. 

Adjusting volume during playback

You can increase or decrease and mute or unmute the volume.

To adjust the volume:

1. To increase or decrease the volume, drag the **Volume** slider to the right or left respectively.
2. To mute or unmute the audio, click the **Mute** button.

1 Mute

2 Volume Slider

Downloading and converting recordings

You can download network-based recordings, save them to your computer, and then use the player to play them.

ARF recordings are a proprietary WebEx ARF format, but you can convert them to the Windows Media Format (.WMV) or Shockwave Flash Object (.SWF) and use other multimedia players to play or edit them.

Note: It may take some time to convert the recording and the process may use a good portion of your computer's resources. You can schedule a time when you are not planning to use your computer; the WebEx Network Recording Player automatically converts the files at that time. You can then check the status of pending recording conversions. See *Checking the status of converted files* (on page 33).

Downloading recordings to your local computer

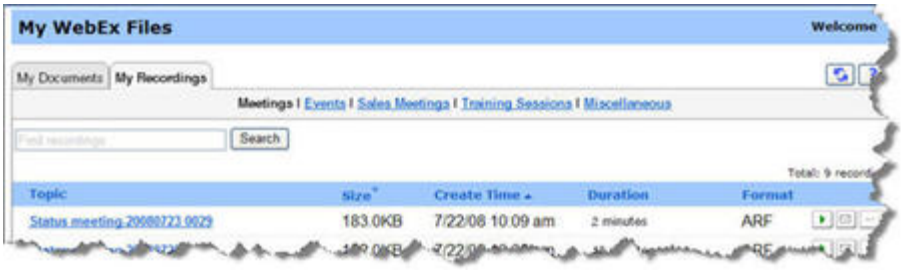
You can download recordings to your local computer and use the Network Recording Player to play them.

Once you have downloaded recording files to your local computer, you can also convert them to other formats. For more details, see *Converting recordings to Windows Media format* (on page 30) and *Converting recordings to Flash format* (on page 32).

Note:
- The options for downloading recording files are available only if your site administrator has turned on the site administration option for downloading recording files.
- If you are trying to download a file that is owned by another user, you may need to ask the recording owner to set the option that allows other users to download the recording file.

To download recording files to your local computer:

1. From your WebEx service site, do one of the following:
   - Click **My WebEx** > **My Files** > **My Recordings**, and then click *one* of the following, depending on your service site settings:
     - ☐ **Meetings**
     - ☐ **Sales Meetings**
     - ☐ **Events**
     - ☐ **Training Sessions**
     - ☐ **Miscellaneous**



- On the left navigation bar in your service center, expand the host menu and click:
  - **My Recorded Meetings** (Meeting Center only)
  - **My Event Recordings** (Event Center only).
  - **My Training Recordings** (Training Center only)
  - **Recordings** (Sales Center Portal Library only)

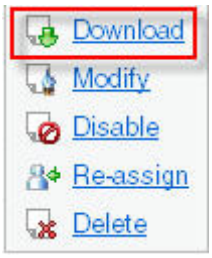
The name of the link to the recordings page is different for each service center.

The corresponding recordings list appears.

2 Do one of the following:

- In the row of the meeting you want to download, click the More button.

In the menu that appears, click **Download**.



- Click the recording topic name in the recording list. In the Recording Information page that appears, click the link in the **Download recording link** field.

3 The Download file window appears and allows you to download the recording file to your local computer.

4 If the WebEx Network Recording Player for Advanced Recording Format (ARF) files is not already installed on your computer, click the **Download ARF player** link in the Download file window to download it.

Converting recordings to Windows Media format

To download recordings and convert them to Windows Media (WMV) format:

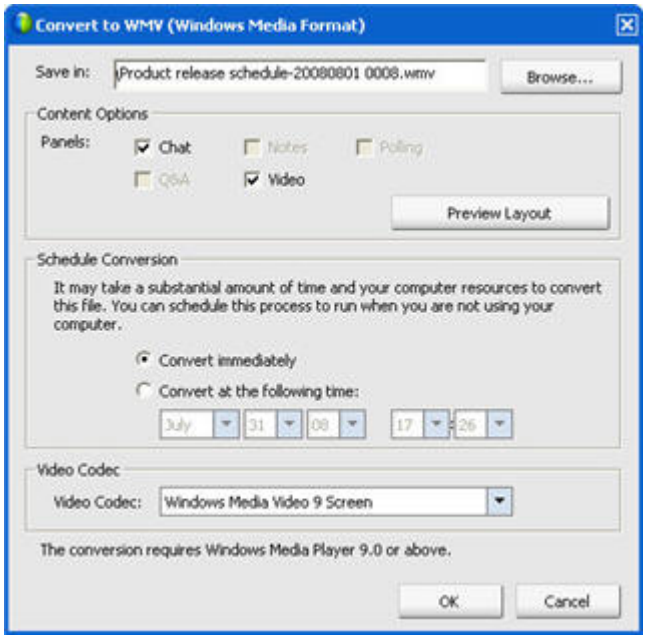
1 Download the recording file to your local computer. For details, see *Downloading recordings to your local computer* (on page 28).

Important: Make sure the WebEx Network Recording Player for Advanced Recording Format (ARF) files is installed on your computer. If it is not installed, you can download it from the Download file window that appears when you download the recording file. You can also download it from the Downloads page that is available under **Support** on your WebEx service Web site.

2 Do one of the following to open the recording file on your local computer:
- Double-click the recording file in your Windows File Manager window. The WebEx Network Recording Player will automatically open the file.
- From the Windows **Start** menu, choose **WebEx** > **Network Recording Player** > **Network Recording Player**, and the choose **File** > **Open** to locate and open the recording file.

3 While playing the meeting in the Network Recording Player, click **File** > **Convert** > **WMV (Windows Media Format)**.

The Convert to WMV dialog box appears.



4 In the **Save in** box, specify the location to save the file.

5 Under **Content options**, select the meeting component that you want to save. Choose any of the following panels:
- **Chat**: includes all chat conversations.
- **Q&A**: if you are recording a Training Center session, this includes any Q&A sessions.
- **Notes**: includes any notes entered into the Notes panel.
- **Video**: includes the meeting video.
- **Polling**: if you are recording a Training Center session, this includes any polls.

6 Click **Preview Layout** to preview your content settings.

7 At **Schedule Conversion** indicate when you want the file to be converted. Choose one of the following:
- **Convert immediately**: Converts the file as you save it to your computer.
- **Convert at the following time**: Saves the file and then converts it at the date and time you select.

8 At **Video Codec** specify the video codec you want to use to:
- **Windows Media Video 9**: this codec creates output that is compatible with the following players:
  - ☐ Windows Media Player 6.4+
  - ☐ Windows Media Player 9 for Mac OS X
  - ☐ Windows Media Player 9 Series and Windows Media Player 9.1 for Pocket PC*

- Windows Media Player 9 Series and Windows Media Player 9.1 for SmartPhone*

- **Windows Media Video 9 screen**: this codec is optimized for compressing sequential screenshots and highly static video that is captured from computer displays, which makes it ideal for delivering demos or demonstrating computer use for training. The codec takes advantage of the typical image simplicity and relative lack of motion to achieve a very high compression ratio. This codec creates files that can be played with Windows Media Player 7 or later.

9 Click **OK**.

Converting recordings to Flash format

To download recordings and convert them to Flash (SWF) format:

Note: If you convert the recording to the SWF format and your recording contains panels, you will not be able to move the panels in your saved recording.

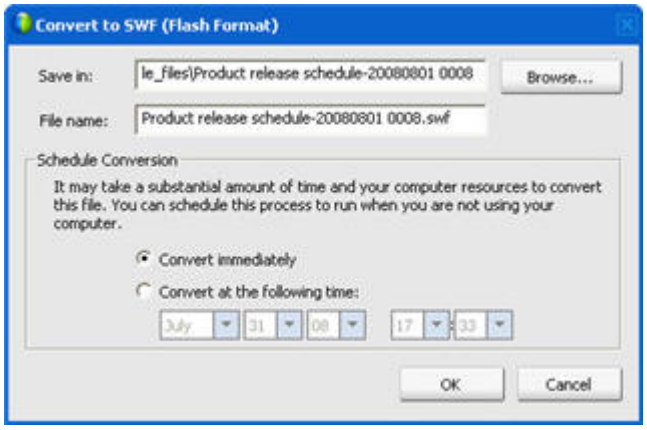
1 Download the recording file to your local computer. For details, see *Downloading recordings to your local computer* (on page 28).

Important: Make sure the WebEx Network Recording Player for Advanced Recording Format (ARF) files is installed on your computer. If it is not installed, you can download it from the Download file window that appears when you download the recording file. You can also download it from the Downloads page that is available under **Support** on your WebEx service Web site.

2 Do one of the following to open the recording file on your local computer:
- Double-click the recording file in your Windows File Manager window. The WebEx Network Recording Player will automatically open the file.
- From the Windows **Start** menu, choose **WebEx** > **Network Recording Player** > **Network Recording Player**, and the choose **File** > **Open** to locate and open the recording file.

3 While playing back the meeting in the Network Recording Player, click **File** > **Convert** > **SWF (Flash Format)**.

The Convert to SWF dialog box appears.



4 In the **Save in** box, specify the location to save the file.

5 In the **File name** box, specify the file name for the SWF.

6 Under **Schedule Conversion**, indicate when you want the file to be converted. Choose one of the following:
- **Convert immediately**: Converts the file as you save it to your computer.
- **Convert at the following time**: Saves the file and then converts it at the date and time you select.

7 Click **OK**.

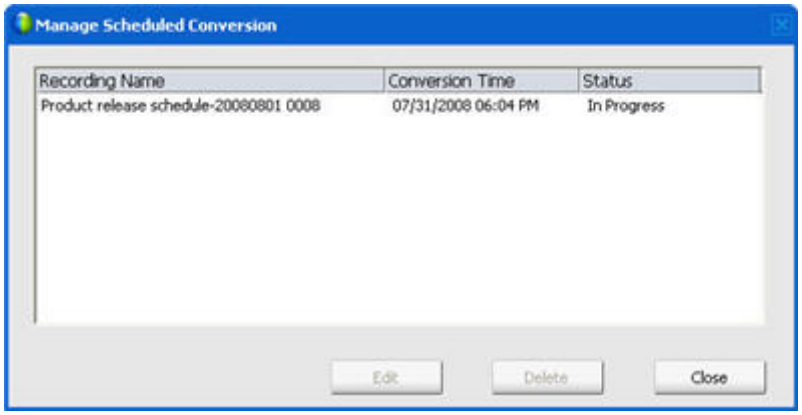
Checking the status of converted files

If you scheduled your recording to be converted at a later time, use this procedure to view information about and manage scheduled recording conversions.

To check the status of converted files

1 Double-click the Conversion Manager icon in your Windows taskbar.

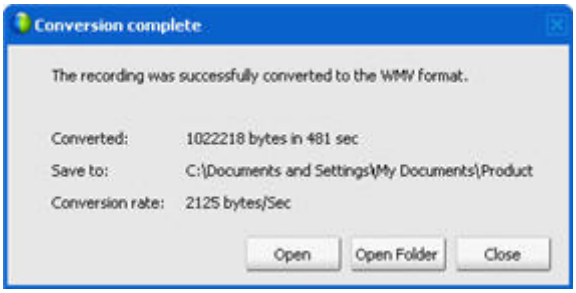
The Manage Scheduled Conversion window appears.



2 Optional. Click **Edit** to edit the scheduled conversion time for a pending conversion.

3 Optional. Click **Delete** to delete a pending conversion.

4 When the conversion process is complete, the following window appears.



4

Uninstalling the WebEx Network Recording Player

You can remove the WebEx Network Recording Player from your computer. Uninstalling the player does not remove any recordings that reside on the network.

To uninstall WebEx Network Recording Player (for ARF files):

1. On the Windows **Start** menu, click **Settings**.
2. Click **Control Panel.**
3. Double-click the **Add/Remove Programs** icon.
4. In the list of programs, click **Network Recording Player**.
5. Click **Remove**.

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